



**Franklin County**  
**Department of Job & Family Services**  
1721 Northland Park Ave.  
Columbus, Ohio 43229

## **J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Case Manager – Internal Only  
(Bargaining)

**PCN:** 103012, 103015

**DEPARTMENT/Location:** Workforce/Northland

**P. R.:** O10

**REPORTS TO:** Case Manager Supervisor

**RESPONSIBILITIES:** Process workforce development work activity penalties and sanctions according to county, state and federal work activity performance requirements; apply penalties and sanctions; remove penalties and sanctions and authorizes/reinstates public assistance benefits for TANF/FSET participants; make adjustments to cash payments as needed. Research case inquiries, match listing, case discrepancies or special reviews; review and deem good cause verifications as acceptable or unacceptable; conduct compliance review and process compliance agreement document; prepare appeal summaries and attend scheduled hearings and reinstate benefits accordingly; act as agency representative at state hearings; take action as ordered; Gather and document personal information, financial and employment information, verifications and other documentation; conduct interview over the phone; authorize or deny participation in and payments from public assistance programs and services.

Work with other units, departments and providers to coordinate service delivery. Assist clients in obtaining, understanding and utilizing services; provide information and answer questions regarding public assistance and social service resources; advise clients regarding rights and responsibilities for participating in programs and services; make referrals and recommendations; identify service delivery problems or barriers and initiates problem resolution; conduct case conferences as required. Attend various workshops, meetings, trainings, conferences or seminars as needed.

**MINIMUM QUALIFICATIONS:** An Associate's degree in social work or human services field is required; supplemented by two (2) years of experience in social work, case management, or public assistance programs; or any equivalent combination of training and experience.

**STARTING SALARY:** \$15.87 per hour. 180 day probationary period.  
Plus a Comprehensive Benefits Package

**DATE POSTED:** Tuesday, June 24, 2014

**DEADLINE TO APPLY:** Monday, June 30, 2014

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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